

Department of Development Services – West Region
JOB OPPORTUNITY
Developmental Services Case Manager

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current EXAM List

Location: Private Division – Ella Grasso Center - Stratford

Job Posting No: 018092

Hours: Monday – Friday 8:30am – 4:00pm; RDO's Saturday, Sunday. (Flexible schedule to address Consumer and department needs)

Salary: \$2,133.95/bi-weekly

Closing Date: May 28, 2012

Eligibility Requirement: This is a **competitive position**. Candidates must have applied for and passed the **Developmental Services Case Manager** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Duties consistent with the DDS Case Manager Job specification. This position will be responsible for working collaboratively with others to provide, efficient, timely response to families/individuals who contact the Help Line for services and supports. The position will work effectively to meet regional and state goals for efficiency; provide data as needed on supports provided, provide information to families and individuals regarding DDS services and community supports and services, give information to clients, guardians and families regarding their legal rights, departmental policies and procedures, and services provided. This may also include providing information about DDS to other state and community agencies, including schools. Additional responsibilities will include coordinating requests for IFS resources (family support workers, behavioral, nursing, educational supports, etc.), processing Individual and Family Grants upon request from DDS families/individuals, assisting families in accessing DDS Voluntary Services, assisting with benefit and entitlement applications and submitting requests from families to use DDS Respite Centers. May assist families with DDS Respite Center applications, respite requests and confirmation of respite stays as well as update eCamris information on individuals when informed of changes. Responsibilities will also include maintenance of electronic files (database) of information on each individual and writing electronic case notes. Will track future grads, age-outs and benefit applications, coordinate guardianship requests from the Probate Court for individuals that are in this unit (initial or 3 year and maintain master eligibility/case files. add any new information/evaluations received. respond to crisis situations & Triage referrals, respond to the Office of Protection & Advocacy, complete protective services plans IPSP & PSPs, transfer cases eligible for case management assignment to the case management supervisor of the corresponding geographical area. Additional responsibilities include completing and processing family requests for additional supports through PRAT and including completion of assessment tools (LON, Priority Checklist). Performs other related duties.

General Experience: Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

Special Experience: Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation

Special Requirements: Incumbents in this class may be required to possess fluency in a foreign language for designated positions. Will need to have exceptional organizational skills to ensure Medicaid Waiver Compliance. Experience with the IP6 budget system plus. Must be able to work well with families, especially with individuals with elderly parents. A valid Connecticut Driver's license is required, will be required to travel. When assigned to a caseload of individuals, the majority of who reside in Intermediate Care Facilities must be eligible for certification as a Qualified Mental Retardation Professional as required by Federal regulations.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

Department of Developmental Services - West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Fax: 203-574-8857
Belinda.Weaver@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.